

SECRET

Approved For Release 2004/05/05 : CIA-RDP55-00110A000200030016-4

77 1955

MANAGEMENT TRAINING

DD/I

DD/A

DD/P

TOTAL

25X1

MANAGEMENT TRAINING: GS-15 & UP

MANAGEMENT TRAINING: GS-13 - GS-15

ADMINISTRATIVE TRAINING: GS-12 & UP

ADMINISTRATIVE TRAINING: GS-7 - GS-11

PERSONNEL ADMINISTRATION: GS-7 - GS-12

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OTHER

1954

1955

25X1

DD/I

- OCI: INTERNATIONAL AFFAIRS - 1 YEAR, FULL TIME
 OCD: LIBRARY SCIENCE - 1 YEAR, PART TIME
 LIBRARY SEMINAR - 1 SEMESTER, PART TIME
 LIBRARY SCIENCE (SPECIALIZED) - 1 YEAR, PART TIME
 LIBRARY SCIENCE (GENERAL) - 1 YEAR, PART TIME
 IIM PLANNING - 1 SEMESTER, PART TIME
 IIM OPERATIONS - 1 WEEK, FULL TIME (NO COST)
 GO: TELETYPE MAINTENANCE - 16 WEEKS, FULL TIME
 BASIC SOCIAL SCIENCES (FIELD) - 1 SEMESTER, PART TIME
 SAIS PROGRAM ON SOVIET IMPERIALISM - 2 MONTHS, FULL TIME
 GHR: ADVANCED GRAPHIC PRESENTATION - 1 MONTH, FULL TIME

DD/A

- LOG: ACCOUNTANCY (ELECTRIC MACHINE) - 1 WEEK, FULL TIME (NO COST)
 PROCUREMENT COST ANALYSIS - 3 WEEKS, FULL TIME
 CONTRACT TERMINATION - 1 SEMESTER, PART TIME
 FOREIGN TRANSPORTATION - 1 SEMESTER, PART TIME
 LOGISTICS - 1 SEMESTER, PART TIME
 MATERIEL INSPECTION - 6 WEEKS, FULL TIME
 AIR SUPPLY - 3 WEEKS, FULL TIME (NO COST)
 MATERIEL STORAGE - 6 WEEKS, FULL TIME
 GSO: ARCHITECTURAL DRAFTING - 15 MONTHS, PART TIME
 OFFSET LITHOGRAPHIC REPRODUCTION - 1 SEMESTER, PART TIME
 COLOR PHOTOGRAPHY - 1 SEMESTER, PART TIME
 LINOTYPE MAINTENANCE & OPERATIONS - 2 MONTHS, FULL TIME
 ADVANCED RECORDS MANAGEMENT - 1 SEMESTER, PART TIME
 RECORDS MANAGEMENT PROGRAM (CONSULTANTS - \$500 PER YEAR)
 EXECUTIVE MANAGEMENT TRAINING (IIM) - 1 WEEK, FULL TIME
 ACCOUNTANT MANAGEMENT TRAINING (IIM) - 1 WEEK, FULL TIME
 GENERAL OPERATOR TRAINING (NO COST)
 BASIC & ADVANCED WIRING TRAINING (NO COST)
 ADMINISTRATIVE PROCEDURE - 1 SEMESTER, PART TIME

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COMMO:

TSS:

ADVANCED TECHNICAL RADIO TRAINING (CORRESPONDENCE \$182.75)

1 MONTH, FULL TIME
PHOTOGRAPHIC RESEARCH - 2 MONTHS, FULL TIME
JOB CLASSIFICATION METHODS - 1 SEMESTER, PART TIME
RECORDS MANAGEMENT - 1 SEMESTER, PART TIME
FISCAL & ACCOUNTING TRAINING - 1 SEMESTER, PART TIME
CONTRACT NEGOTIATIONS - 1 SEMESTER, PART TIME
BUSINESS CORRESPONDENCE - 1 SEMESTER, PART TIME
STATISTICS - 1 SEMESTER, PART TIME
PUBLIC SPEAKING - SEMESTER, PART TIME
TECHNICAL WRITING - 1 SEMESTER, PART TIME
MOTION PICTURE PHOTOGRAPHY - 1 SEMESTER, PART TIME
GRAPHIC PRESENTATION - 1 SEMESTER, PART TIME
ENGINEERING DRAFTING - 1 YEAR, PART TIME
COMMERCIAL ART - 1 SEMESTER, PART TIME
FILE SYSTEMS & METHODS - 1 SEMESTER, PART TIME
PRINTING - 1 MONTH, FULL TIME
SCULPTURING - 1 SEMESTER, PART TIME
LAYOUT LETTERING & ILLUSTRATION - 1 SEMESTER, PART TIME

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